



Suggested Transition Timeline

LEGEND

Retiring Soldiers

Separating Soldiers

BOTH

Timeframe Prior to Separation/Projected Retirement Date =

	1-2 yrs.	9-12 mos	6-9 mo	5-6 mos	4-5 mo	3-4 mo	2-3 mo	1-2 mo	0-30 days	SEP RET DATE
Pre-Retirement Orientation - Attend after 18 yrs of service; 1 day; held semi-annually; Bayou Theater. RSO, 531-0402		.	S.	.	S.	S.	S.	S.	S.	
ACAP Pre-separation Briefing - Mandatory; 2-hr briefing (NLT 90 days prior to sep/ret date, <u>not</u> terminal leave date, preferably prior to 120 days); ACAP Center (bldg 2155). ACAP, 531-1591	Schedule up to 2 yrs prior to projected ret. date						NOTE: Chapter cases attend immediately upon identification as possible chapter			
Retention Counseling - <u>Mandatory</u> . Contact your BN Career Counselor		Schedule up to 1 yr prior to sep. date								
Transition Assistance Program (TAP) 3-day Workshop - Held weekly (workshop for retirees held every 6 wks); ACAP Center (bldg 2155). ACAP, 531-1591	Scheduled during initial ACAP Pre-sep Briefing									
Orders - Pick-up orders from S1 or Transition Svcs. Bldg 1830; 60-90 days prior to ETS or shortly after retirement approval is received; desk-side brief for DD Form 214 worksheet review will be scheduled. Transition Svcs., 531-7357										
Pre-Transition Briefing - Required 90-180 days prior to sep. date; ½ day; held bi-monthly; SOS classroom (bldg 2155). Transition Svcs, 531-7357/7352										
Survivor Benefits Plan (SBP) Briefing - Preferably NLT 60 days prior to departure date; held at Retirement Svcs. (bldg 1830). RSO, 531-0402/0363										
Reserve Component Career Counselor - Required preferably 90-120 days prior to separation; held at RCCC office (bldg 1830). RCCC, 531-2414/1850										
Copies of medical records from the BJACH Patient Admin. Division (PAD) - Must request copies NLT 30 days prior to departure date. PAD, 531-3187/3178										
Submit DA31 to Transition Svcs. to schedule Out-Processing Briefing - NLT 15 working days prior to departure date for separations, NLT 35 calendar days prior for retirements; Bldg 1830, 531-0384/7357										
Out-Processing Briefing (receipt of clearing papers) - Scheduled when you drop off DA31 as shown above; Must have a completed DD Form 2648 (ACAP Pre-separation Counseling Checklist); Transition Svcs., Bldg 1830, 531-0384										
Final Clearance scheduled by Transition Svcs. (normally day prior to departure); Final Out when you pick up DD Form 214 at Transition Svcs., Bldg 1830, 531-0384										